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ABSTRACT

This document presents a step-by-step procedure for setting up a document library of personal word processing, database, and spreadsheet files using the Apple IIe computer and the AppleWorks subprogram database. This library, which can serve both as a running record of files created and as a means for easy retrieval, uses 10 fields or categories and documents can be accessed by using the data contained in from one to three fields; the maximum size of each library file is 55K. The steps include: (1) deciding on the database file format, (2) creating the file; (3) saving the library; (4) changing the record format; (5) making entries in the library; and (6) extending the library. Procedures for locating documents are described, and illustrations of the screen as it would appear at various points in the program are included throughout. (MES)

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CONSTRUCTING AND USING AN APPLE IIe COMPUTER APPLEWORKS DOCUMENT LIBRARY

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INTRODUCTION

There are at least two purposes for the construction and use of a document library with personal computer documents. They are: (1) to serve as a running record of documents you have constructed, and; (2) to provide an easy means by which a particular document or category of documents may be retrieved, sometime after they have been completed, for further examination, modification or the like.

The library, whose construction is discussed below, uses the Appleworks program and the Appleworks database subprogram. The document library includes the following ten categories; DOC. NO; DOC. TYPE; KEY WORD; SUBJECT; TITLE; AUTHOR; DATE; DISK NO; DOC. FORM and; DOC. RCVR/USER and is set up in the Appleworks database format.

DOCUMENT NUMBER (DOC. NO:): The doument number is a sequential number. The first document entered in the library is so numbered and each follows, increasing by one number. It is suggested that the numbering begin with 00001. Such a scheme allows the inclusion of 99,000 documents in the library. Document numbers should be listed in the upper left corner of all Wordprocessor documents (example, DOC. NO. 00022). This operation is accomplished when a file is first started and provides a method by which the file document may be compared with the one listed in the library.

DOCUMENT TYPE (DOC. TYPE:): There are three document types; wordprocesser (WP); database (DB), and; spreadsheet (SS).

KEYWORD: The Key Word is the name of a department, division or function within a Coast Guard command. Some examples of Key Words are; Administration; Training; Electronics; Engineering; Medical; Operations; and so on.

SUBJECT: The subject is a general term. A subject, for example, might be Communications. While the subject is a general term, it should be more specific than the Key Word.

TITLE: The title should be short and very specific, indicating exactly what is contained in the document or should be the exact title of the file in which the document is stored. That title is the one used when the file was originally setup; the title of the file in which this document is stored, for example, is LIBRARY.CON.DIR. If your library is setup in this manner, then an easy match can be made between the library title and the document file title. An example of the Key Word, Subject and Title for a document might be; KEY WORD: TRAINING; SUBJECT: COMMUNICATIONS; TITLE: RADIOTELEPHONE BASIC. In this second

example, the actual title of the document and not the title of the document file was used.

AUTHOR: This is the person who wrote the document.

DATE: This is the date the document was written or last revised as the case might be. Dates should be written as follows: Month-three letter abbreviation; Day-use one or two numbers; Year-use two numbers (examples: Sep 8 86; Dec 21 86).

DISK NUMBER (DISK NO:): This is the floppy disk number on which the document is located. Using the library scheme, your disks may simply be numbered sequentially from one (1) to as many as you currently have in your library. Your data disks need no longer be titled. A word of caution about numbering data disks! When you number your data disks make sure the disks have a different number of numberals than the number of numerals contained in your document numbers. If, for example, you use five numerals like say 00012 in the document number, then the data disk numbers should have at least one numeral more or less. Following this suggestion, the first data disk in the library might be numbered either 0001 or 000001. You will see the reason for this when you read the section of this document titled, **LOCATING DOCUMENTS IN THE LIBRARY**

DOCUMENT FORM (DOC. FORM:): The document form indicates whether the document is a letter, Rapidraft, memo, instruction, lesson plan and so on.

DOCUMENT RECEIVER/USER (DOC. RCVR/USER:): The document user or receiver is the person or people the Author intended to have receive and or use the document. Some examples of people who might fall into this category are; All Hands, Petty Officer Jones, ecv, G-PO-3, D14(eee) and so on.

DIRECTIONS FOR SETTING UP THE LIBRARY

1. DATA BASE FILE FORMAT: The library should include at least the ten fields (columns) listed above. Additional fields should be used if it is felt their inclusion will add to the description of a document or otherwise make it easier to locate documents in the future. An example of the field setup is shown below (see Figure 1).

DOC. NO	DOC. TYPE	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCV
00001	WP	Training	FESEC S	Instr	Schlen	Sep	000001	Instructi	LORSTA's
00002	WP	Training	Communi	Radio	Schlen	Sep	000001	Lesson Pl	LORSTA's
00003	WP	Training	Communi	Messa	Schlen	Sep	000001	Lesson Pl	LORSTA's
00004	WP	Training	Instruc	Lesso	Schlen	Sep	000001	Lesson Pl	LORSTA's
00005	WP	Training	Human R	HR/Ci	Schlen	Sep	000001	Lesson Pl	LORSTA's
00006	WP	Training	Safety	Gener	Schlen	Sep	000001	Lesson Pl	LORSTA's
00007	WP	Training	Safety	Elect	Schlen	Sep	000001	Lesson Pl	LORSTA's
00008	WP	Training	Safety	Motor	Schlen	Sep	000001	Lesson Pl	LORSTA's
00009	WP	Training	Safety	Fueli	Schlen	Sep	000001	Lesson Pl	LORSTA's
00010	WP	Training	Safety	Power	Schlen	Sep	000001	Lesson Pl	LORSTA's
00011	WP	Training	Safety	Prote	Schlen	Sep	000001	Lesson Pl	LORSTA's
00012	WP	Training	Records	Recor	Schlen	Dec	000002	Letter	LORSTA's
00013	WP	Training	Lesson	Use o	Schlen	Dec	000002	Letter	LORSTA's
00014	WP	Training	Trainin	FESEC	Schlen	Dec	000002	Letter	LORSTA's
00015	WP	Training	Trainin	FESEC	Schlen	Dec	000002	Letter	LORSTA's
00016	WP	Training	Trainin	FESEC	Schlen	Dec	000002	Letter	LORSTA's
00017	WP	Training	Trainin	Plann	Schlen	Oct	000002	Letter	Editor,
00018	WP	Training	Trainin	Plann	Schlen	Jul	000002	Letter	Editor,
00019	WP	Training	Trainin	Plann	Schlen	Dec	000002	Letter	ERIC Pro
00020	WP	Training	Trainin	Plann	Schlen	Dec	000002	Rapidraft	Editor,
00021	WP	Administ	Documen	LIBRA	Schlen	Jan	000000	Instructi	Library
00022	WP	Administ	Documen	LIBRA	Schlen	Jan	000002	Instructi	Coast Gu
00023	DB	Administ	Documen	DOC.L	Schlen	Jan	000000	Storage L	FESEC Tr

Figure 1. Example of the Library in the Linear Format.

A glance at the linear format shows that all of the information, included in a record (row) or the entry for a document, is not seen when the library is viewed in this format. The method by which all of the information about a particular document can be viewed is discussed below in a later paragraph.

2. CREATING THE FILE: It is recommended that the first ten columns be set up in the order in which they are described above in the **INTRODUCTION**. Using the Appleworks disk and the data base option, create a file that includes entries in the first ten columns (DOC. NO; DOC. TYPE; KEY WORD; SUBJECT; TITLE; AUTHOR; DATE; DISK NO; DOC. FORM and; DOC. RCVR/USER) of each row (record). This step is accomplished as follows:

a. Load the Appleworks disk in the Apple IIe Computer Duodisk drive slot one (the slot on the left side of the drive). Follow the directions seen on the screen until the main menu appears. Normally, because the disk is two sided and you must use side #2, you will have to wait until the

light above disk drive slot #1 goes out, then turn the disk over press RETURN and follow the directions seen on the screen. If the Appleworks program is on two single sided disks, then, when the light goes out following the insertion of side #1, you must remove the first disk, insert the second and press RETURN. If side #1 does not load when inserted in disk drive slot #1 (evidenced by the light above slot #1 going out after a few seconds and the screen remaininhg blank), press the OPEN APPLE, CONTROL and RESET keys all at the same time and then wait. When the picture shown in Figure 2 appears on the screen, proceed to, "b."

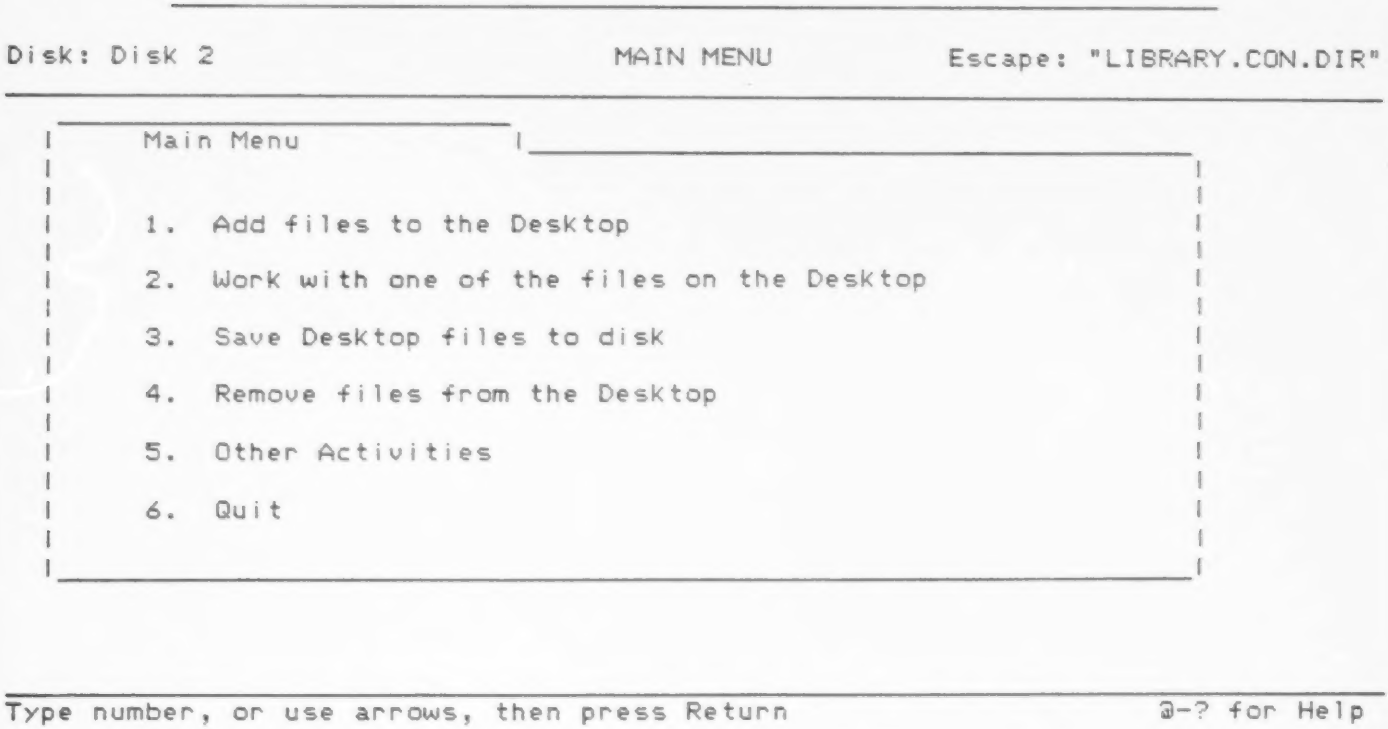
Disk: Disk 2
MAIN MENU
Escape: "LIBRARY.CON.DIR"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 2. Picture of the Main Menu.

b. Insert a blank disk in disk drive slot #2 (the slot on the right side of the drive).

c. Select main menu (it should be on the screen) option #5 "Other Activities," by pressing the number 5 key and then press RETURN. The picture shown in Figure 3 should appear on the screen.

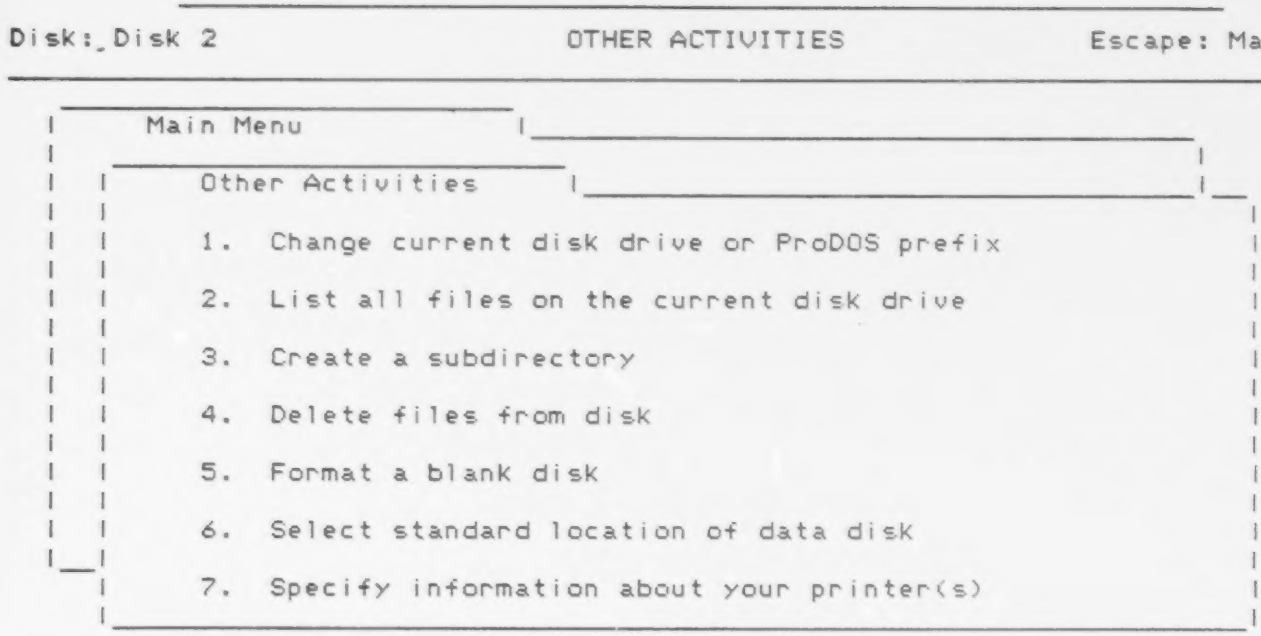
Disk: Disk 2
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
24K Avail.

Figure 3. Picture of the Other Activities Menu.

d. Select option #5, " Format a Blank Disk," from the "Other Activities" menu by pressing number 5. Then press RETURN.

e. Follow the directions given to you on the screen and press RETURN.

f. When the computer has finished formatting your new disk (stopped making noise and the red light over disk drive slot #2 is no longer illuminated), press ESC twice to return to the main menu.

g. Select option #1, "Add Files to the Desktop," from the "Main Menu," by pressing RETURN. The picture seen in Figure 4 now be on the screen.

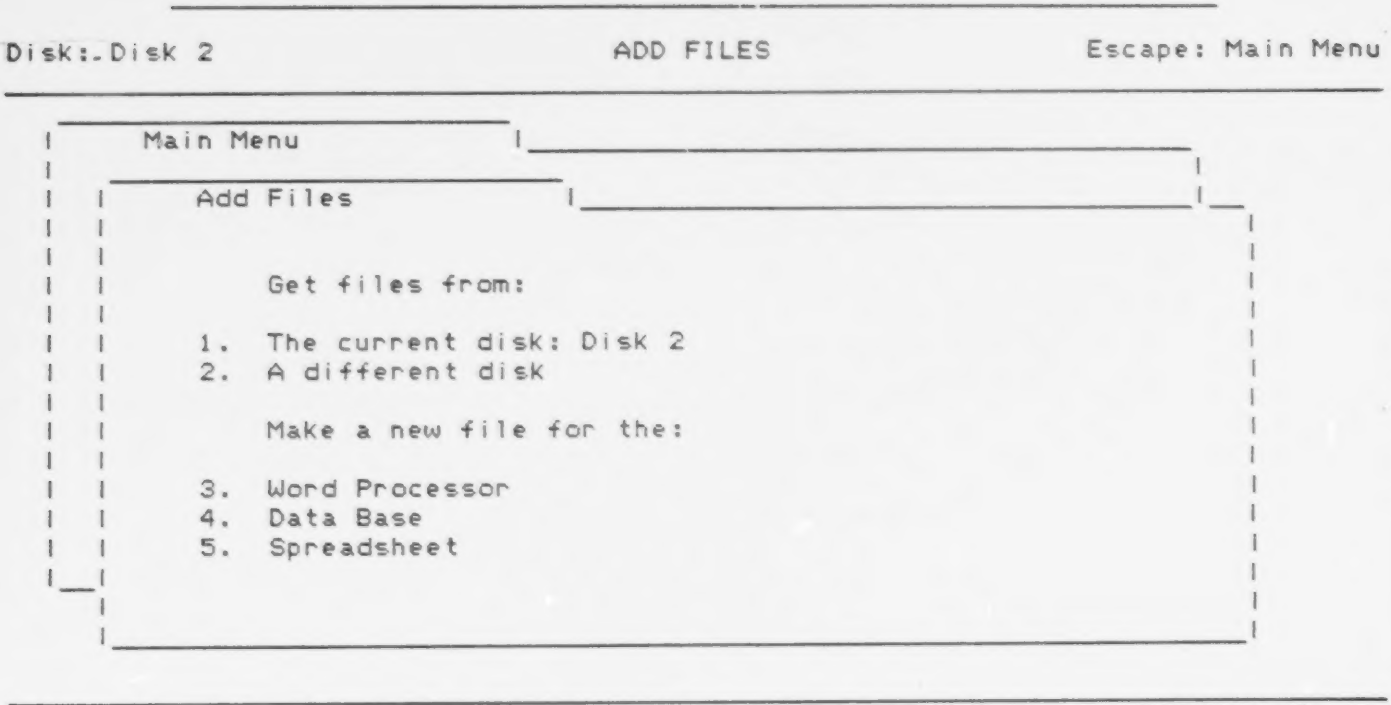

Figure 4. Picture of the Add Files to the Desktop Menu.

h. Select option #4, "Data Base," from the "Add Files" menu by pressing number 4 and then pressing RETURN (the Data Base menu should appear on the screen). See Figure 5.

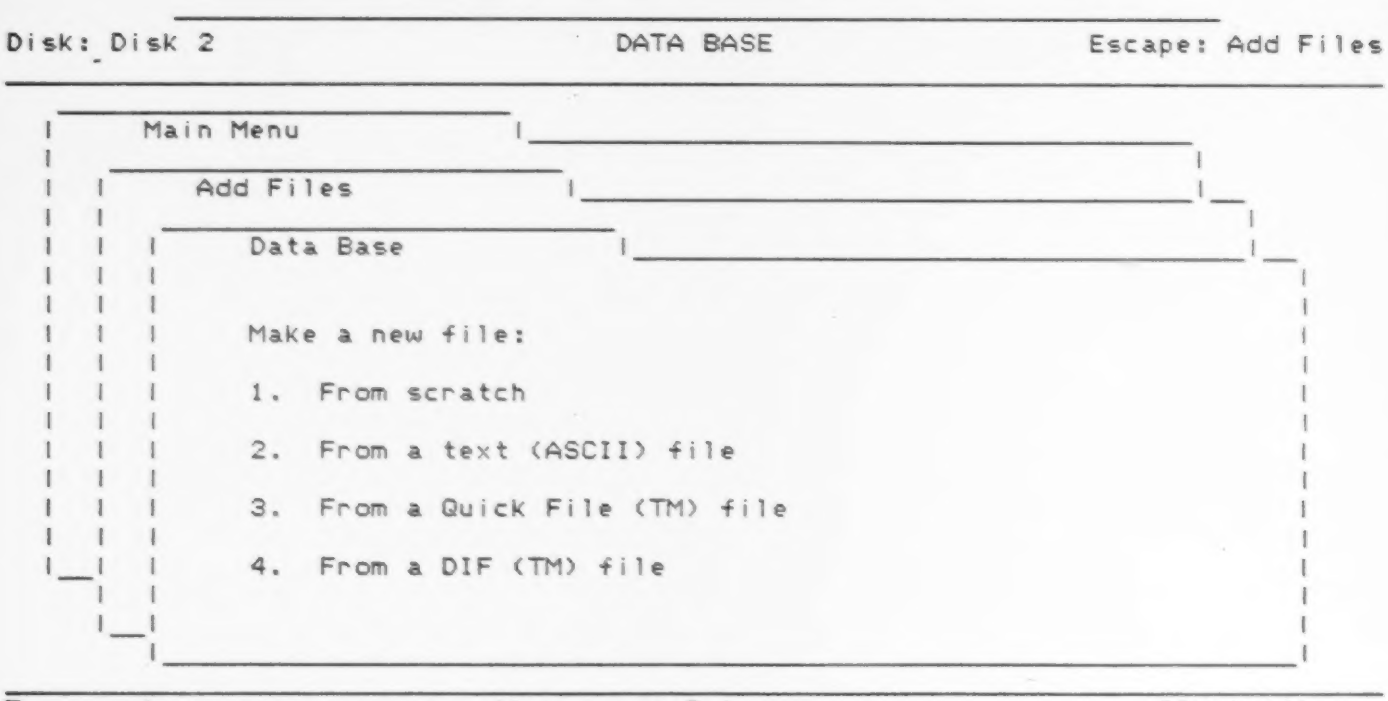

Figure 5. Picture of the Data Base Menu.

i. Select option #1, "From Scratch" from the "Data Base" menu by pressing RETURN.

j. Name your library file as the directions on the screen state (it can be only 15 characters long) and press RETURN. I suggest using the title, DOC.LIBRARY.01. This title would suggest that this is the first file in your document library.

k. Press OPEN-APPLE and E at the same time to shift from the blinking line to the solid block cursor.

l. Type (with the keyboard "Caps Lock" in the down position) DOC. NO: over the word "Category" and erase what remains by pressing SPACE BAR several times.

m. Press RETURN.

n. Type DOC. TYPE: and press RETURN.

o. Type KEY WORD: and press RETURN.

q. Type SUBJECT: and press RETURN.

r. Type TITLE: and press RETURN.

s. Type AUTHOR: and press RETURN.

t. Type DATE: and press RETURN.

u. Type DISK NO: and press RETURN.

v. Type DOC. FORM: and press RETURN.

w. Type DOC. RCVR/USER: and press RETURN.

x. Press ESC and follow the directions given on the screen. This should take you to the "Insert New Records" function and "Record 1 of 1" should appear on the screen. Your file should now appear like the example shown below in Figure 6 with the following exception. Your file should read Record 1 of 1 instead 23 of 199.

```
Record 23 of 199
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -




--------------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

Figure 6. A Picture of One Record in the Newly Created Library File.

y. Now, create a number of records (199) identical to the one shown in Figure 6. To accomplish this task, proceed as described in the following steps:

(1) Press OPEN-APPLE and the letter "C" at the same time.

(2) Answer the question asked at the bottom of the screen by typing the number, "99." Then press RETURN.

(3) Repeat step (1).

(4) Repeat step (2). Above the record shown on the screen, you should now see "Record 1 of 199," indicating that your library now contains 199 blank records identical to the one shown on the screen. You now can enter 198 documents in your library before having to duplicate the blank record again.

3. SAVING YOUR LIBRARY: Now that you have created a blank library, it should be saved. To accomplish this task, press OPEN-APPLE and the letter "S" at the same time. This action should be accomplished every time you make changes or additions to your library. Once the computer is turned off, everything in its memory but not saved on a disk is lost.

4. CHANGING THE RECORD FORMAT: Press OPEN-APPLE and Z at the same time to change the format of your newly created training record file (doing this operation again will return you to the original format). The library records file should now appear similar to the one presented in Figure 1 above. This is a multiple record format.

a. Press OPEN-APPLE and the letter "Z" at the same time. You should now see the single record format on the screen again. This is the one shown in Figure 6.

b. A change in the multiple record format may be accomplished by pressing OPEN-APPLE and the letter "L" at the same time. This operation will produce results similar to the example shown in Figure 7. Changes are then made by following the directions shown on the screen.

```
File: DOC.LIBRARY.01          CHANGE RECORD LAYOUT     Escape: Review/Add/Change

==========================================================================

                    --> or <--  Move cursor
                     >  @   <   Switch category positions
                    --> @  <--  Change column width
                    @-D        Delete this category
                    @-I        Insert a previously deleted category

--------------------------------------------------------------------------

DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: AUTHOR: DATE: DISK NO: DOC. FORM:
-------- ---------- --------- -------- ------ ------- ----- -------- ----------
00001    Wordproces Training  FESEC St Instru Schlenk 86SEP 00001    Instructio
00002    Wordproces Training  Communic Radiot Schlenk 86SEP 00001    Lesson Pla
00003    Wordproces Training  Communic Messag Schlenk 86SEP 00001    Lesson Pla

-------------------------------------------------------------- More --->
Use options shown above to change record layout                16K Avail.
```

Figure 7. An Example of the Screen When Making Changes to the Multiple Record Format.

d. A change may also be made to the single record format using the OPEN-APPLE-L procedure discussed in the previous sub paragraph. The directions are the same as before except that before pressing OPEN-APPLE and the letter "L" you must be in the single record format. To accomplish this task, first place the cursor at the beginning of the record whose format you desire to change. Next, press OPEN-APPLE and the letter "Z" at the same time; then make whatever changes you desire. The directions you receive for making changes should appear like the ones shown in Figure 8.

```
File: DOC.LIBRARY.01          CHANGE RECORD LAYOUT     Escape: Review/Add/Change

                    Return or arrows    Move cursor
                    @ and arrows        Move category location

================================================================================
DOC. NO:: 00019
DOC. TYPE:: Wordprocessor
KEY WORD:: Training
SUBJECT:: Training Article
TITLE:: Planning Training Sessions That Start, Go and End Somewhere
AUTHOR:: Schlenker
DATE:: 86DEC30
DISK NO:: 00002
DOC. FORM:: Letter
DOC. RCVR/USER:: ERIC Processing and Reference Facility


--------------------------------------------------------------------------------
Use options shown above to change record layout.                    16K Avail.
```

Figure 8. An Example of the Screen When Making Changes to the Single Record Format.

5. MAKING ENTRIES IN THE LIBRARY: Each document referenced in the library will occupy one record (as seen in the multiple record format of Figure 1, this means one line or row. You should use the following steps to enter a document in your library.

a. Proceding from the multiple record format, place the cursor at the beginning the first unfilled record using UP or DOWN ARROWS as is necessary.

b. Press OPEN-APPLE and the letter "Z" at the same time. This should place you in a empty record (see Figure 6).

c. Type the DOCUMENT NUMBER and press RETURN.

d. Type the DOCUMENT TYPE and press RETURN.

e. Type the KEY WORD and press RETURN.

f. Type the SUBJECT and press RETURN.

g. Type the TITLE and press RETURN.

h. Type the AUTHOR'S NAME and press RETURN.

i. Type the DATE and press RETURN.

j. Type the DISK NUMBER and press RETURN.

k. Type the DOCUMENT FORM and press RETURN.

l. Type the DOCUMENT RECEIVER/USER and press RETURN. This last action completes the record and automatically advances you to the next record.

m. Press OPEN-APPLE and the letter "S" at the same time to save your newly created record.

6. EXTENDING THE LIBRARY: The library is extended at two times and in two different ways.

a. Whenever the second last empty record has been filled. When this occurs, proceed as follows:

(1) Place the cursor at the beginning of the remaining empty record.

(2) Press OPEN-APPLE and the letter "C" at the same time.

(3) Enter the number "99" and press RETURN.

b. Whenever the library file grows to the point where it occupies between 45K and 48K of memory. This can be determined as follows:

(1) Press ESC and return to the "Main Menu."

(2) Press the number 5 and press RETURN. This takes you to the "Other Activities" menu.

(3) Press the number 2, "List All Files on the Current Disk." This action should produce a picture similar to the one shown in Figure 9. Notice that the flie size for each document is located in the third column from the left.

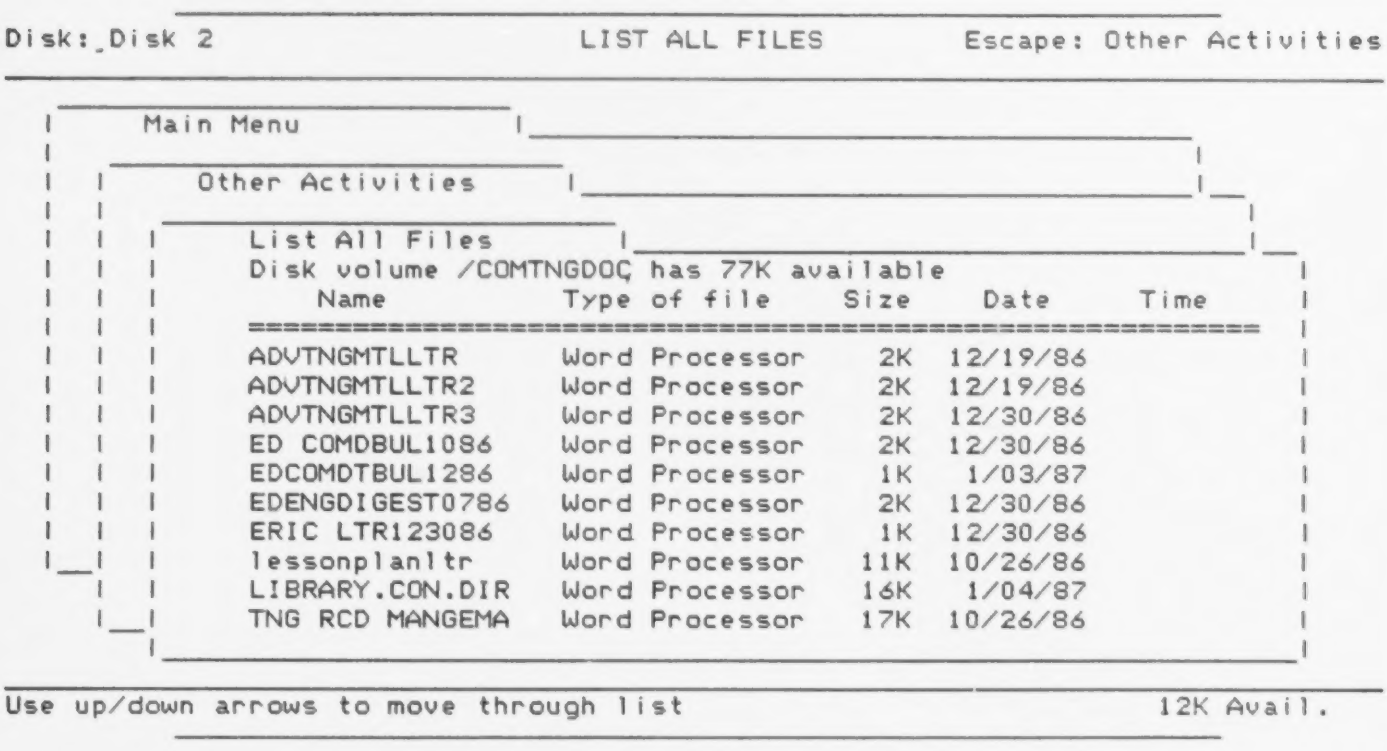

Figure 9. An Example of File Memory Sizes.

(4) If the file is large enough, it is time to start another library file.

LOCATING DOCUMENTS IN THE LIBRARY

Documents may be located using any one of the following categories: DOC. NO.; DOC. TYPE; KEY WORD; SUBJECT; TITLE; AUTHOR; DATE; DOC. FORM, or; DOC. RCVR/USER or up to three at one time. In order to use any of these of these categories you must know something about the document you want to find.

1. DOC. NO. (DOCUMENT NUMBER): If you know the document number, proceed as follows:

a. Press OPEN-APPLE and the letter "F" at the same time. The computer monitor screen should look like the example shown below in Figure 10.

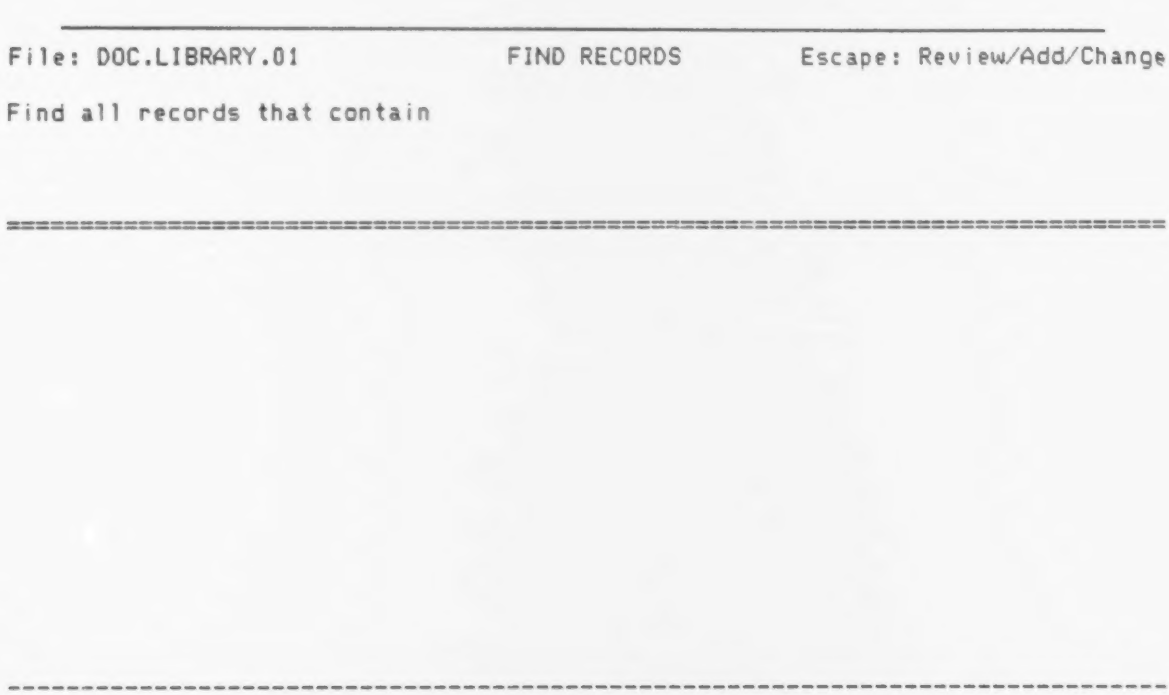

Figure 10. An Example of the Screen When Using the Find Function with Database.

b. After the words "Type comparison information:" shown at the bottom of the screen, type the number of the document you want to retreive. Let's say you want to find number 00012.

c. Press RETURN. Figure 11 is an example of what you might expect to see on the screen as a result of this operation.

```
File: DOC.LIBRARY.01              FIND RECORDS        Escape: Review/Add/Change

Find all records that contain 00012
Press ∂-F to change Find.

DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: AUTHOR: DATE: DISK NO: DOC. FORM:
=================================================================================
00012    WP         Training  Records  Record Schlenk 86DEC 00002    Letter

---------------------------------------------------------------------------------
Type entry or use ∂ commands                                        ∂-? for Help
```

Figure 11. Example of the Computer Monitor Screen After Calling Up Document Number 00012.

d. Press OPEN-APPLE and the letter "Z" at the same time. This will allow you to change formats and view all of the information recorded about this document. The screen will now similar to the example shown in Figure 12.

```
File: DOC.LIBRARY.01              FIND RECORDS          Escape: Review/Add/Change

Find all records that contain 00012
Press @-F to change Find.

Record 12 of 199
================================================================================
DOC. NO:: 00012
DOC. TYPE:: WP
KEY WORD:: Training
SUBJECT:: Records
TITLE:: Records of Training Sessions Attendance
AUTHOR:: Schlenker
DATE:: 86DEC06
DISK NO:: 00002
DOC. FORM:: Letter
DOC. RCVR/USER:: LORSTA's

--------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 12. Example of a Single Document Record Called Up From a Document Library.

2. DOC. TYPE: (DOCUMENT TYPE): Suppose that all you know about a document is that it is a Database document. Proceed as you did when you located a document by Document Number except that this time when you see the words, "Type comparison information:", type the letters, "DB." As result of this action, the computer will find all documents in the library that are Database documents. Figure 13 shows the results of such an action. In the case, only one Database document was found in the library. Its number is 00023. If there is more than one Database document in the library, you must scan those shown on the screen to locate the one you want. Once you think you have found what you want, proceed as follows:

```
File: DOC.LIBRARY.01              FIND RECORDS          Escape: Review/Add/Change

Find all records that contain DB
Press ∂-F to change Find.

DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: AUTHOR: DATE: DISK NO: DOC. FORM:
═══════════════════════════════════════════════════════════════════════════════
00023    DB          Administr Document DOC.LI Schlenk 87JAN 000000   Storage Li

-------------------------------------------------------------------------------
Type entry or use ∂ commands                                        ∂-? for Help
```

Figure 13. Example of a Document Called Up Using Document Type.

a. Move the cursor to the record of the document you wish to examine using up or down ARROWS.

b. Press OPEN-APPLE and the letter "Z" at the same time.

3. KEY WORD, SUBJECT, TITLE, AUTHOR, DATE, DISK NO. DOC. FORM (DOCUMENT FORM) and, DOC. RCVR/USER (DOCUMENT RECEIVER/USER): Entries in any of these categories may be used to locate documents in the library following the directions given in paragraphs "1" and "2" of the section. In each case, more than one document may be located. When this event occurs, you must, as before, scan the records called up by the computer to find the one in which you are interested.

4. MULTIPLE CATEGORY ENTRIES: The more you are able to tell the computer about a document, the easier the document will be to find. Suppose you know your document's KEY WORD (Training), DATE (Dec) and, DOC. FORM (Letter). Proceed as follows:

a. Press OPEN-APPLE and the letter "R" at the same time. Figure 14 shows how the screen should appear following this action.

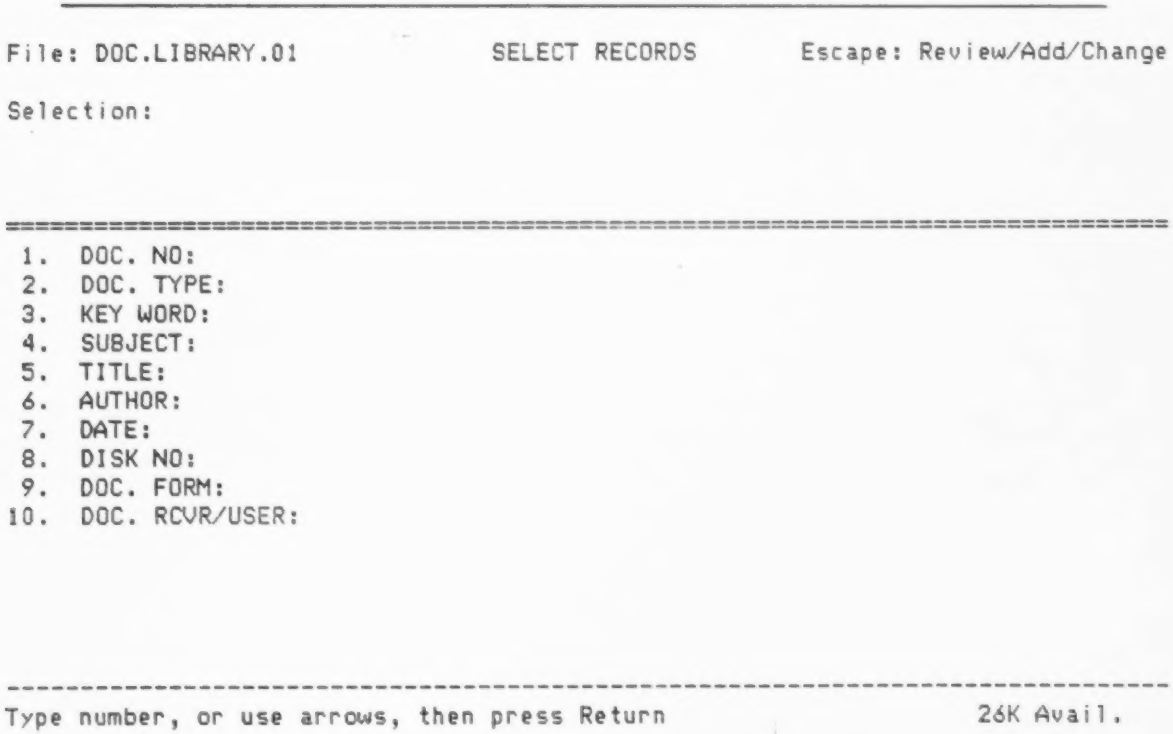

Figure 14. Picture of the Computer Monitor Screen After Pressing OPEN-APPLE-R.

b. Type 3 (Keyword) and press RETURN.

c. Type 1 (equals) and press RETURN.

d. Type "Training" and press RETURN.

e. Type 1 (and) and press RETURN.

f. Type 7 (Date) and press RETURN.

g. Type 4 (contains) and press RETURN.

h. Type "Dec" and press RETURN.

i. Type 1 (and) and press RETURN.

j. Type 9 (DOC. FORM) and press RETURN.

k. Type 1 (equals) and press RETURN.

l. Type "Letter" and press RETURN. Figure 15 shows what the computer has selected from the library of documents shown in Figure 1, based upon KEYWORD, DATE and DOC. TYPE inputs. Had we changed "g" from "contains" to "and," and "h" from "Dec" to "Dec 21 86," the computer would have selected only one document (number 00015).

```
File: DOC.LIBRARY.01          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: KEY WORD: equals TRAINING
  and      DATE: contains DEC
  and      DOC. FORM: equals LETTER
DOC. NO DOC. TYPE KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCV
=============================================================================
00012   WP        Training Records Recor Schlen Dec  000002  Letter    LORSTA's
00013   WP        Training Lesson  Use o Schlen Dec  000002  Letter    LORSTA's
00014   WP        Training Trainin FESEC Schlen Dec  000002  Letter    LORSTA's
00015   WP        Training Trainin FESEC Schlen Dec  000002  Letter    LORSTA's
00016   WP        Training Trainin FESEC Schlen Dec  000002  Letter    LORSTA's
00019   WP        Training Trainin Plann Schlen Dec  000002  Letter    ERIC Pro




Type entry or use @.commands                                  @-? for Help
```

Figure 15. Example of Computer Record Selection Based Upon Multiple Category Input.

m. Press OPEN-APPLE and the letter "Z" at the same to change the format.

n. Hold down, either up or down arrow to move from record to record in the single record format (the one you in which you should be after pressing OPEN-APPLE-Z the last time.